

## STAFFING CLERK

### NATURE OF WORK

This is responsible clerical work involving scheduling nursing and health care staff in a long-term health care facility.

Work involves determining availability and assigning work hours to nursing, nursing aide and nursing support staff, completing and posting daily and bi-weekly schedules and maintaining scheduling documents and staff leave records. Work also involves monitoring vendor contract compliance, initiating disciplinary action documents related to employee attendance and generating staffing reports. Work decisions are made in accordance with established policies and procedures.

General supervision is received from an administrative superior with work reviewed in the form of conferences, reports and consistency of staffing levels.

### EXAMPLES OF WORK PERFORMED

Identify nurses, nurses aides and support staff's assigned shift hours and determine staffing availability/needs based on requested leave; coordinate and confirm any needed vendor staff support personnel; prepare and post daily and biweekly schedules listing staff coverage for three shifts, seven days a week; communicate and document staff call-ins, tardiness and "no-shows"; initiate disciplinary action documents following employee's non-compliance with departmental attendance policies.

File and maintain scheduling documents, staff leave records and physician statements; receive, review and complete staff incident reports; monitor vendor contracts ensuring compliance with arranged staffing coverage and billing accuracy; monitor status of employees assigned to light duty and maintain associated records; compile attendance data and generate staffing reports; offer overtime to employee's according to agency procedure.

Perform related clerical tasks including filing, copying and answering the telephone; provide information and answer staff questions regarding specific work assignments, use of leave time and scheduling/posting timelines.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of staffing principles and techniques.

Knowledge of modern office procedures, equipment and standard clerical practices.

Some knowledge of organizational policies and procedures as they relate to leaves of absence, tardiness and disciplinary action.

Ability to organize tasks and establish priorities to meet deadlines.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and supervisors occasionally under stressful circumstances.

Ability to organize and maintain a variety of records and documents.

Skill in the operation of common office equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with experience in scheduling staff for a 24-hour health care facility.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some experience in performing general office or clerical work including scheduling staff or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director